DOCUMENT RESUME

ED 093 366 IR 000 855

TITLE	FID Statutes, Rules of Procedures, Terms of Reference.
INSTITUTION	International Federation for Documentation, The Hague (Netherlands).
REPORT NO	FID-510
PUB DATE	Mar 74
NOTE	43p.
AVAILABLE FROM	International Federation for Documentation, 7 Hofweg, The Hague, Netherlands
EDRS PRICE	MF-$0.75 HC Not Available from EDRS. PLUS POSTAGE
DESCRIPTORS	*Administrative Organization; *Administrative Policy; Committees; *Documentation; *International Organizations; *Parliamentary Procedures
IDENTIFIERS	FID; *International Federation for Documentation

ABSTRACT

Following a brief historical chronology of the International Federation for Documentation (FID), the organization's statutes are presented in the original French text and in English. The rules of procedures outline membership policy, conduct of technical bodies, FID conferences, publications, and regional commissions. Terms of reference are provided for FID committees, listing each committee's major personnel, its relations to other committees and organizations, and its scope and general program. (SL)

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Note: the terms of reference of the merged committee, provisionally called FID/TM + OM, are being drafted.

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HISTORY

Foundation and name

1895 - Institut International de Bibliographie (IIB)
1924 - the organization got a federative character with 5 National Members
1931 - Institut International de Documentation (IID)
1938 - Fédération Internationale de Documentation (FID)
1959 - FID obtained legal status under the Belgian law
1966 - Statutes revised
1971 - Statutes revised

Founders

Mr. P. Otlet (Belgium)
Mr. H. LaFontaine (Belgium)

Presidents

1895 - 1907 : E. Baron Descamps-David (Belgium)
1907 - 1914 : Mr. E. Solvay (Belgium)
1914 - 1924 : Secretaries General Acting
1924 - 1927 : Mr. Godfrey Dewey (USA)
1927 - 1931 : Prof. A.F.C. Pollard (UK)
1931 - 1946 : Dr. J. Ahling Prins (Netherlands)
1946 - 1951 : Mr. Ch. Le Maistre (UK)
1951 - 1955 : Mr. Arne J. Møller (Denmark)
1955 - 1962 : Dr. Alexander King (UK)
1962 - 1965 : Dr. Burton W. Adkinson (USA)
1965 - 1968 : Mr. W. Kenneth Lowry (USA)
1969 - 1972 : Mr. R.E. McBurney (Canada)
1973 - .... : Prof. Dr. H. Arntz (Germany)

Honorary Presidents

1946 - 1963†: Dr. J. Ahling Prins (Netherlands)
1963 - .... : Dr. Alexander King (UK)

Honorary Fellows

1946 - 1968†: Mr. E. Mathys (Switzerland)
1950 - 1971†: Miss Hilda S. Lindstedt (Sweden)
1956 - 1960†: Mr. C. Walther (Germany)
1957 - 1961†: Mr. F. Donker Duyvis (Netherlands)
1957 - 1972†: Dr. S.R. Ranganathan (India)
1964 - .... : Dr. W. Schürmeyer (Germany)
1969 - .... : Mrs. Lydia de Queiroz Sambaquy (Brazil)
1971 - .... : Dr. F.A. Sviridov (USSR)
1972 - .... : Mr. R.E. McBurney (Canada)

Secretaries General

1895 - 1928 : Mr. P. Otlet & Mr. H. LaFontaine (Belgium)
1928 - 1938 : the same & Mr. F. Donker Duyvis (Netherlands)
1938 - 1959 : Mr. F. Donker Duyvis (Netherlands)
1959 - 1961 : Dr. N.A.J. Voorhoeve (Netherlands) pro tem
1961 - 1963 : Dr. J.E. Humblet (Belgium)
1963 - 1966 : Mr. W. van der Brugghen (Netherlands) acting
1966 - 1971 : Dr. F.A. Sviridov (USSR)
1971 - .... : Mr. W. van der Brugghen (Netherlands) acting

Secretariat

1895 - 1924 : Brussels
1924 - 1929 : Brussels & Deventer (Netherlands)
1929 - 1938 : Brussels & The Hague
1938 - .... : The Hague

Conferences and Meetings

1 - 1895 : Brussels
2 - 1897 : Brussels
3 - 1900 : Paris
4 - 1908 : Brussels
5 - 1920 : Brussels
6 - 1924 : Geneva
7 - 1928 : Cologne
8 - 1929 : London
9 - 1930 : Zürich
10 - 1931 : The Hague
11 - 1932 : Frankfurt/Main
12 - 1933 : Brussels
13 - 1935 : Copenhagen
14 - 1938 : Oxford/London
15 - 1939 : Zürich
16 - 1946 : Paris
17 - 1947 : Bern
1948 : The Hague
1949 : Paris
1950 : Ascona
18 - 1951 : Rome
19 - 1952 : Copenhagen
20 - 1953 : Vienna
21 - 1954 : Belgrade
22 - 1955 : Brussels
1956 : Stuttgart
23 - 1957 : Paris
24 - 1958 : The Hague / Washington
25 - 1959 : Warsaw
26 - 1960 : Rio de Janeiro
27 - 1961 : London
28 - 1962 : The Hague
29 - 1963 : Stockholm
30 - 1964 : The Hague
31 - 1965 : Washington
32 - 1966 : The Hague
33 - 1967 : Tokyo
34 - 1968 : The Hague
35 - 1970 : Buenos Aires
36 - 1972 : Budapest
37 - 1974 : The Hague

Copie *in extenso* de l'acte n° 7364,
publié aux annexes au *Moniteur belge* du 11 novembre 1971

**Fédération internationale de Documentation,
association internationale, à Bruxelles**

—

NOUVEAUX STATUTS

Adoptés par l'assemblée générale

Approuvés par arrêté royal du 8 septembre 1971
dont mention au *Moniteur belge* du 28 septembre 1971

Préambule

1. La Fédération internationale de Documentation (F.I.D.) a pour objet de promouvoir la recherche, le développement de la documentation par la coopération internationale, ce qui inclut notamment l'organisation, le classement, la recherche et la diffusion et l'évaluation de l'information enregistrée, quel que soit le support, dans le domaine des sciences, de la technologie, des sciences sociales, des arts et des sciences humaines.

2. Le caractère de la fédération a été et doit continuer d'être essentiellement celui d'une fédération de membres nationaux. Il s'ensuit que la responsabilité de l'administration de la fédération incombe aux organismes représentant les différents pays, étant entendu que des spécialistes peuvent participer au travail de la fédération à titre personnel.

Dénomination et siège

Article 1er. L'association porte le nom de : « Fédération internationale de Documentation, en abrégé : « FID », et désignée ci-après par la Fédération.

La fédération a son siège dans une commune de l'agglomération bruxelloise et actuellement avenue des Armures 90, 1190 Bruxelles. Le siège peut être transféré dans une autre commune de l'agglomération bruxelloise sur simple décision du conseil.

Buts

Art. 2. La fédération poursuit notamment les objectifs généraux suivants :

a) **grouper sur le plan international des personnes morales ou physiques s'intéressant aux problèmes de la documentation, coordonner leurs efforts et servir de moyen d'échange international d'opinions et d'expérience;**

b) **promouvoir l'étude, l'organisation et l'utilisation de la documentation sous toutes ses formes et contribuer à créer un réseau international de systèmes d'information;**

c) **déterminer les tendances principales de la recherche dans le domaine de la documentation et promouvoir et coordonner cette recherche à un niveau international;**

d) **aider à définir des critères et des techniques pour l'évaluation de la rentabilité, de la gestion et de la valorisation de la documentation;**

e) **promouvoir la formation des documentalistes, des scientifiques et des spécialistes en information dans les pays en voie de développement;**

f) **étudier l'attitude et les besoins des chercheurs, des ingénieurs et des autres spécialistes et promouvoir la formation des utilisateurs à une meilleure utilisation de la documentation et des services d'information;**

g) **améliorer la classification décimale universelle et promouvoir le développement d'autres langages documentaires;**

h) **mettre au point la terminologie couvrant la classification et l'indexation, y compris l'indexation automatique, et le développement des langages documentaires et des thésaurus;**

i) **améliorer le système actuel des publications scientifiques par un usage plus large des techniques de la reprographie et de l'automatisation et par le dépôt des publications spécialisées;**

j) **encourager l'établissement de centres d'analyse de l'information, spécialement dans les domaines où le progrès est rapide;**

k) **élaborer les principes du rassemblement, du traitement et de la transmission des données chiffrées (autres que les données critiquées);**

l) **organiser l'échange des informations relatives aux travaux des membres et des affiliés et établir des principes directeurs pour leur activité en matière de documentation;**

m) **rechercher les meilleurs moyens de coopération avec d'autres organisations internationales s'occupant de la documentation et de l'information;**

n) **convoquer des réunions internationales ayant trait à des problèmes dans le cadre de ce qui précède.**

Les membres

Art. 3. I. La fédération comprend les catégories de membres suivantes :

1. Des membres nationaux qui sont soit un organisme, soit un groupe d'organismes agissant comme personne unique; un seul membre national pourra être accepté pour chaque pays et aura le droit de vote aux assemblées générales; seuls les membres nationaux ont le droit de proposer leurs représentants comme candidats au conseil.

2. Des membres internationaux qui sont des organismes internationaux actifs dans le domaine de la documentation. Le nombre de membres internationaux n'excédera pas un tiers du nombre total de membres nationaux. Les membres internationaux ont le droit de vote aux assemblées générales.

3. La qualité de membre se perd :

a) par démission adressée par écrit au secrétariat général de la fédération au moins trois mois avant la fin de l'année civile;

b) par dissolution de l'organisme qui est membre de la fédération;

c) par exclusion prononcée par l'assemblée générale.

Tout membre qui cesse de faire partie de la fédération perd tout droit sur l'actif social.

II. En dehors des membres nationaux et des membres internationaux, la fédération admet :

a) des membres correspondants qui sont des organismes représentatifs des activités documentaires dans leur pays et qui ne sont pas encore en mesure de s'affilier à la fédération en tant que membre national. Les candidatures des membres correspondants doivent être adressées au secrétariat de la FID. Lorsque le candidat est un ressortissant d'un pays faisant partie d'une aire géographique pour laquelle une commission régionale existe, la candidature doit être approuvée préalablement par cette commission. Le conseil pourra admettre les candidats comme membres correspondants pour une période de deux ans. Les membres correspondants peuvent poser leur candidature comme membre national. Si un membre correspondant n'est pas encore en mesure de devenir membre national après un premier délai de deux ans, le conseil peut prolonger ce délai pour une nouvelle période de deux ans. Les membres correspondants bénéficient des mêmes droits que les membres nationaux à l'exception du droit de vote aux assemblées générales et du droit de présenter des candidats au conseil;

b) des affiliés collectifs qui sont des organismes intéressés aux buts de la fédération. Chaque affilié collectif peut désigner un représentant ayant le droit d'assister aux assemblées générales comme observateur;

c) des affiliés individuels qui sont des personnes physiques intéressées à l'objet de la fédération;

d) des membres d'honneur qui sont des personnes ayant acquis des mérites particuliers aux yeux de la fédération. Ils sont élus par le conseil et sont invités à assister aux assemblées générales.

III. Les membres, les membres correspondants et les affiliés ont le devoir de coopérer activement aux buts de la fédération et de payer leurs cotisations.

Les membres, les membres correspondants, les membres affiliés et les membres d'honneur ont le droit de recevoir la publication périodique de la fédération et ont droit à une réduction à l'achat des autres publications de la FID.

Toute personne physique ou morale qui cesse d'être membre, membre correspondant ou affilié reste tenue de ses dettes et obligations envers la fédération.

Ressources et exercice social

Art. 4. 1. Les recettes de la fédération sont constituées par :

les cotisations annuelles des membres, des membres correspondants et des affiliés;

le produit de travaux, de publications, etc.;

les subventions;

les dons et legs;

les intérêts de l'avoir;

les contrats;

toutes les autres ressources approuvées par le conseil.

2. L'exercice social de la fédération prend cours le 1er janvier et se termine le 31 décembre de chaque année.

L'assemblée générale

Art. 5. 1. L'assemblée générale possède la plénitude des pouvoirs.

2. L'assemblée générale est convoquée par le président au moins une fois tous les deux ans. Des réunions extraordinaires doivent être convoquées par le président lorsqu'un tiers au moins des membres en fait la demande.

3. L'assemblée générale réunit tous les membres nationaux et internationaux, chacun y disposant d'une seule voix. Un membre peut être représenté par un autre membre étant entendu qu'aucun membre ne peut représenter plus de deux autres membres. Les

membres correspondants, les affiliés collectifs et les membres d'honneur peuvent participer aux travaux de l'assemblée générale sans y avoir droit de vote.

4. Sauf dans les cas d'exception énumérés dans les statuts, l'assemblée générale prend ses décisions à la majorité simple des membres présents et ayant émis un vote. La majorité simple est acquise à la motion ayant recueilli le plus grand nombre de voix.

5. Aucune question ne sera débattue en dehors de l'ordre du jour, à moins qu'elle ne recueille le consentement de deux tiers des membres présents et ayant émis un vote.

6. L'assemblée générale ratifie l'admission et prononce l'expulsion d'un membre à la majorité d'au moins deux tiers des membres présents et ayant émis un vote. Lorsqu'une candidature admise par le conseil n'a soulevé aucune objection de la part d'un membre au moins, le président informera le candidat qu'il est admis sous réserve de l'approbation de l'assemblée générale qui suit immédiatement.

7. L'assemblée générale élit, parmi les représentants des membres nationaux, au conseil un président, deux vice-présidents, un trésorier et douze conseillers au plus. Le conseil ne peut comporter plus d'un conseiller appartenant à un même pays. Le président, les vice-présidents, le trésorier et les conseillers sont élus pour une période de quatre ans; leur mandat peut être renouvelé une seule fois. En outre, les présidents des commissions régionales, représentants de membres nationaux, sont membres du conseil avec droit de vote, sous réserve de la ratification de l'assemblée générale.

8. En outre, l'assemblée générale nommera au conseil, pour une période de deux ans, un membre de nationalité belge, sauf lorsqu'un ressortissant belge est déjà membre du conseil. Le mandat du membre belge peut être renouvelé.

9. La nomination du secrétaire général, effectuée par le conseil, sera soumise à l'approbation de l'assemblée générale.

10. L'assemblée générale adopte la politique et le programme de travail de la fédération. L'assemblée générale s'en remet au conseil pour l'élaboration de la politique et, après adoption de celle-ci, pour sa mise en application par les comités et les autres organes convenables.

11. L'assemblée générale constitue et dissout les commissions régionales.

12. L'assemblée générale reçoit du trésorier à chacune de ses réunions un état écrit complet et correct de la situation financière de la fédération, état basé sur le bilan et les comptes annuels. Le

budget et les comptes de la fédération et le barème des cotisations pour les membres, les membres correspondants et les affiliés, fixés par le conseil, sont soumis à l'approbation de l'assemblée générale.

13. Le texte signé du procès-verbal de chaque assemblée générale est conservé au secrétariat par le secrétaire général. Une copie de ce procès-verbal est envoyée à chaque membre.

Le conseil

Art. 6. 1. Le conseil :

a) veille à ce que la politique approuvée par l'assemblée générale soit suivie;

b) est responsable de l'accomplissement des programmes approuvés par l'assemblée générale;

c) exécute les décisions prises par l'assemblée générale.

2. Le conseil est convoqué par le président et se réunit au moins une fois par an. En outre, il est convoqué chaque fois qu'au moins la moitié de ses membres en font la demande.

3. *a)* Le conseil comprend le président, les deux vice-présidents, le trésorier, le membre belge, et douze conseillers au plus. En outre, il comprend également les présidents des commissions régionales dont la nomination est ratifiée par l'assemblée générale.

b) Pour profiter pleinement de l'expérience des comités, les présidents de ceux-ci participent avec voix consultative aux réunions du conseil consacrées au programme de la fédération.

4. Les résolutions du conseil sont adoptées à la majorité simple.

5. *a)* Le conseil examine les demandes d'admission comme membre et fait connaître son avis aux membres. Si une candidature soulève une objection, le conseil analyse les remarques faites et il peut soumettre, à sa discrétion, la demande d'admission à l'assemblée générale pour ratification.

b) Le conseil élit les membres correspondants, les membres d'honneur, les affiliés collectifs et individuels.

c) Le conseil nomme le secrétaire général sur proposition du comité exécutif et cette nomination est soumise à l'approbation de l'assemblée générale.

d) Le conseil peut proposer à l'assemblée générale l'exclusion d'un membre.

e) Lorsque le président est obligé de se démettre pour force majeure, le conseil désigne un des vice-présidents pour achever le mandat du président.

6. Le conseil a le droit :

a) d'instituer ou de dissoudre les comités et les groupes de travail;

b) d'accepter, modifier ou rejeter les propositions émises par les comités et les groupes de travail en vue de l'exécution de projets de recherches ou de l'acceptation de contrats pour cette exécution, ainsi que pour l'établissement de la rétribution et de la durée des contrats;

c) de confier à des experts l'exécution de contrats indépendamment des comités existants et de créer des groupes d'experts pour l'examen et la solution de problèmes particuliers;

d) de confier à d'autres organisations des travaux à effectuer pour le compte de la fédération;

e) de surveiller l'exécution des contrats;

f) de nommer ou révoquer des observateurs et des représentants de la FID qui devront faire rapport au conseil;

g) de déléguer des pouvoirs définis à certaines personnes ou à certains groupes faisant partie de la fédération;

h) d'organiser des congrès scientifiques et des conférences techniques ouverts aux personnes et aux organismes actifs dans le domaine de la documentation.

7. Le conseil est responsable de la gestion financière de la fédération. A cet effet :

a) il examine et approuve le bilan annuel qui doit lui être soumis au plus tard le 1er avril de l'année qui suit l'exercice en cause;

b) il établit un budget biennal à soumettre à l'approbation de l'assemblée générale;

c) il établit un barème suivant lequel les cotisations des membres sont calculées et qui doit être approuvé par l'assemblée générale suivante;

d) il décide la suspension des membres qui n'ont pas payé complètement leur cotisation de l'année précédente, cette suspension cessant ses effets lorsque les sommes dues ont été payées.

8. *a)* Entre les réunions du conseil, les intérêts de la fédération sont pris en main par un comité exécutif composé du président, des deux vice-présidents et du trésorier.

b) Le comité exécutif se réunit entre les réunions du conseil sur convocation du président et fera rapport immédiatement au conseil.

c) Les décisions du comité exécutif sont prises à la majorité simple.

9. Le texte signé du procès-verbal de chaque séance du conseil est conservé au secrétariat par le secrétaire général. En outre, une copie de ce procès-verbal est envoyée à chaque membre du conseil.

Le président, les vice-présidents, le trésorier, le secrétaire général

Art. 7. 1. Le président :

a) convoque l'assemblée général, le conseil et le comité exécutif et assume la présidence des réunions sans droit de vote, sauf en cas d'égalité des voix où il tranchera;

b) notifie les admissions provisoires aux membres; il informe les candidats qu'ils sont admis sous réserve de l'approbation définitive de l'assemblée générale;

c) peut déléguer des missions particulières aux vice-présidents;

d) approuve l'engagement du personnel employé;

e) signe le contrat d'emploi du secrétaire général.

2. Les vice-présidents :

Les vice-présidents agissent au nom du président lorsqu'ils agissent au nom de la fédération.

3. Le trésorier :

a) suit l'évolution économique susceptible d'affecter le développement de la fédération et donne avis au conseil sur la politique financière appropriée;

b) prépare en vue de chaque réunion de l'assemblée générale un état complet et correct de la situation financière de la fédération;

c) est également responsable de l'établissement du bilan annuel et des comptes;

d) signe conjointement avec le président le contrat d'emploi du secrétaire général.

4. Le secrétaire général :

a) est au service des objectifs de la fédération. Il veille à l'accomplissement du programme de travail et à l'exécution des décisions de l'assemblée générale, du conseil et du comité exécutif;

b) a la responsabilité d'informer les membres des décisions importantes prises à leur sujet par le conseil;

c) est responsable devant le comité exécutif des missions qui lui sont confiées dans le cadre des objectifs de la fédération;

d) suit le travail des comités et des groupes de travail de la fédération et fait rapport sur leur activité au comité exécutif et au conseil;

e) propose au conseil le nom d'experts ou d'organismes pouvant exécuter des contrats, des recherches ou des actions dans le domaine d'activités de la fédération;

f) communique aux membres les demandes d'admission au titre de membres ou d'affiliés;

g) fait vérifier le bilan et les comptes annuels par un vérificateur aux comptes nommé par le comité exécutif dès que possible après la fin de l'année sociale; après la vérification et après l'approbation du conseil, il envoie les documents financiers à chaque membre;

h) dirige le secrétariat, s'occupe de la correspondance et rédige les procès-verbaux et le rapport annuel et surveille la comptabilité;

i) engage, avec l'approbation du président, les employés;

j) participe avec voix consultative aux réunions de l'assemblée générale, du conseil et du comité exécutif;

k) le détail des responsabilités, des pouvoirs et des droits du secrétaire général est défini dans le contrat d'emploi approuvé par le conseil. Ce contrat est signé par le président et le trésorier.

Procédure légale

Art. 8. 1. Les signatures conjointes du président et du secrétaire général engagent la fédération auprès des tiers sans qu'ils doivent justifier d'une délibération préalable du comité exécutif. En cas d'empêchement seulement, un des vice-présidents peut signer au nom du président et un des autres membres du comité exécutif au nom du secrétaire général. Toutefois, seuls les biens de la fédération servent de garantie; toute responsabilité financière personnelle des membres est exclue du fait de l'activité de la fédération.

2. Les actions judiciaires, tant en poursuite qu'en défense, sont du ressort du comité exécutif qui est représenté par le président, ou par l'un de ses membres, ou par le secrétaire général désigné à cet effet par le président.

3. Les modifications aux statuts peuvent être proposées par le comité exécutif ou par cinq membres au moins. Pour être adoptées, ces modifications doivent être acceptées par au moins trois quart des membres présents et ayant émis un vote à l'assemblée générale pour autant qu'à celle-ci au moins la moitié des membres soient présents ou représentés.

4. La dissolution de la fédération ne peut être prononcée qu'avec l'accord d'au moins trois quarts de tous les membres. En cas de dissolution, l'assemblée générale fixera la destination des fonds et des biens de la fédération. Au cas où ce quorum ne serait pas atteint, une nouvelle assemblée générale serait convoquée qui se prononcerait à la simple majorité, quel que soit le nombre des membres présents.

5. Tout ce qui n'est pas expressément prévu par les présents statuts et notamment les publications à faire au *Moniteur belge*, sera réglé conformément aux dispositions des lois du Royaume de Belgique.

original French

STATUTES

Preamble

The aim of the International Federation for Documentation (FID) is to promote, through international cooperation, research in and development of documentation, which includes inter alia the organization, storage, retrieval, dissemination and evaluation of information, however recorded, in the fields of science, technology, social sciences, arts and humanities.

The nature of the Federation has been and should continue to be principally that of a federation of national members. This means that the principal responsibility in the government of the Federation remains in the hands of bodies representative of various countries, whereas it is agreed that individuals participate as specialists in the work of the Federation.

Statutes

Article 1. NAME AND REGISTERED OFFICE

The name of the organization is the International Federation for Documentation, abbreviated as FID, and hereinafter called the Federation.

The Registered Office of the Federation is situated in a commune of Brussels, at present at 90, Avenue des Armures, 1190 Brussels. It may be transferred to another commune of Brussels by decision of the Council.

Art. 2. OBJECTIVES

The Federation has among its general objectives:

a) to group at international level organizations and individuals interested in the problems of documentation, to coordinate their efforts and to provide an international forum for exchange of opinions and experiences;

b) to promote the study, organization and practice of documentation in all its forms, and to contribute to the creation of an international network of information systems;

c) to identify the main trends of research in the documentation field and to promote and coordinate this research at the international level;

d) to facilitate the definition of criteria and techniques for the evaluation of cost effectiveness, management and marketing techniques;

e) to promote the training of documentalists, information specialists and information scientists in developing countries;

f) to study the information needs and habits of scientists, engineers and other specialists and to promote training of users in the more efficient utilization of documentation and information services;

g) to improve further the Universal Decimal Classification and to promote the development of other retrieval languages designed for documentation search;

h) to set up terminological tools covering classification and indexing, including automatic indexing, and the development of indexing languages and thesauri;

i) to promote the improvement of present systems of scientific publication by making fuller use of reprographic and computerized techniques, and of depositories for the benefit of specialized publication;

j) to encourage the establishment of information analysis centres, especially in fields where progress is currently rapid;

k) to initiate the elaboration of the principles of data compilation, processing and transmission (other than critical data);

l) to organize exchange of information relevant to the work of Members and Affiliates of the Federation, and to establish guiding principles for their documentary activities;

m) to seek the most effective ways and forms of cooperation with other international organizations concerned with documentation and information work; and

n) to convene international conferences on problems within the framework of these objectives.

Art. 3. MEMBERSHIP

I. Membership of the Federation shall be:

1. National Members, being either one or a group of documentation organizations acting in the capacity of a Member: only one National Member shall be accepted from each country and shall have the right to vote in the General Assembly. Only the National Members shall have the right to propose their representatives to be elected as officers and Councillors.

2. International Members, being international organizations active in the field of documentation. The number of International Members shall not exceed 1/3 of the total number of the National Members. International Members shall have the right to vote in the General Assembly.

3. Membership shall cease:

a) on resignation by notice given to the FID General Secretariat at least three months before the end of a calendar year;

b) on dissolution of the member organization; or

c) on removal from membership by decision of the General Assembly.

Members who cease to belong to the Federation shall have no claim upon its assets.

II. Apart from National and International Members, the Federation recognizes:

a) Associates; organizations representative of documentation activities in their countries, but not yet able to join the Federation as National Member. Applications for such association shall be sent to the FID Secretariat. In cases where applicants come from areas where there is a Regional Commission, they must receive the prior consent of that Commission. Council shall elect applicants as Associates for a period of two years, after which they are expected to apply for membership. If any Associate is not able to apply for membership at that time the Council may extend the affiliation for one further two-year period. Associates will enjoy all of the rights of National Members except those of voting in the General Assembly and of having their representatives elected as officers of the Federation.

b) Institutional Affiliates; organizations interested in the objectives of the Federation. Each shall be entitled to name a representative to attend the General Assembly as observer.

c) Personal Affiliates; individuals interested in the objectives of the Federation.

d) Honorary Fellows; persons who, in the view of the Federation, have attained special distinction. They shall be elected by the Council and shall be invited to attend the General Assembly.

III. It is the duty of each Member, Associate and Affiliate to further actively the aims of the Federation and to pay regularly the established dues.

Members, Associates, Affiliates and Honorary Fellows shall receive the journal of the Federation and be entitled to discount in the purchase of all FID publications.

An organization or person ceasing to be a Member, Associate or Affiliate shall be responsible for meeting all outstanding debts and obligations to the Federation.

Art. 4. RESOURCES AND FINANCIAL YEAR

1. The funds of the Federation are made up as follows:
- Annual dues for Members, Associates and Affiliates;
- Income from services, publications, etc.;
- Subventions;
- Gifts and legacies;
- Interest from invested funds;
- Contracts;
- Such other sources as may be approved by the Council.

2. The financial year of the Federation starts on 1 January and shall close on 31 December of each year.

Art. 5. THE GENERAL ASSEMBLY

1. The General Assembly shall possess plenary powers as the highest authority of the Federation.

2. The General Assembly shall be convened on the call of the President, not less often than once in every two years. On the request of 1/3 of the Members, the President shall convene a special meeting of the General Assembly.

3. Sessions of the General Assembly shall be open to National and International Members, each with a single vote. A Member may be represented by another Member; any Member may hold proxies for not more than two other Members. Associates, Institutional Affiliates and Honorary Fellows may participate in all business of the General Assembly except voting.

4. Except in the special cases provided for in these Statutes, actions shall be decided by a simple majority of those Members present and voting. "Simple majority" shall be the highest number of votes of those cast.

5. No additional matter shall be placed on the agenda except with the agreement of a 2/3 majority of Members present and voting.

6. Votes in the General Assembly on the admission and upon the expulsion of Members shall require a 2/3 majority of those Members present and voting. If the announcement of approval by Council of an application for membership has not met with objection from any Member, the President shall notify the new Member that he shall be admitted pending final ratification at the next meeting of the General Assembly.

7. The General Assembly shall elect, from among the representatives of the National Members, as Members of the Council: a President, two Vice-Presidents, a Treasurer and not more than twelve Councillors. No two persons among the elected Councillors shall be nationals of the same country. Councillors and Officers of the Federation shall be elected for a term of four years; they may be reelected for one further term. Presidents of Regional Commissions, representing National Members, will also serve as voting members of the Council, pending ratification by the General Assembly.

8. In addition, the General Assembly shall appoint to the Council, for a period of two years, a member of Belgian nationality, except when an individual of this nationality is already a member of the Council. The Belgian member may be re-appointed.

9. The appointment of the Secretary General by the Council shall be subject to ratification by the General Assembly.

10. The General Assembly shall establish the policies and ratify the programme of work of the Federation. The General Assembly shall charge the Council with the formulation of policies and, following their ratification, with the execution of these policies through Committees and other appropriate means.

11. The General Assembly shall appoint and discharge Regional Commissions.

12. The General Assembly shall receive from the Treasurer in writing at each meeting a complete and correct statement of the finances of the Federation, based on the annual accounts and balance sheet. The budget of the Federation, the accounts and the scale of dues fixed by the Council for Members, Associates and Affiliates shall be subject to ratification by the General Assembly.

13. An official signed copy of the minutes of each General Assembly shall be filed by the Secretary General at the Secretariat. Copies of the minutes shall be distributed to all Members.

Art. 6. THE COUNCIL

1. The Council shall:

a. ensure that the policies established by the General Assembly are implemented;

b. be responsible for the fulfillment of programmes ratified by the General Assembly;

c. execute the decisions made by the General Assembly.

2. The Council shall be convened by the President and meet at least once in every year. In addition, it shall be convened at any time on the demand of at least half of the members of the Council.

3a. The Council shall consist of the President, the two Vice-Presidents, the Treasurer, the Belgian Member and not more than twelve Councillors. In addition, it shall also include Presidents of Regional Commissions, subject to ratification by the General Assembly.

3b. In order to ensure that the Council can make full use of the experience of Committees, all sessions devoted to the programme of the Federation shall be open to Committee Chairmen, who will have consultative vote.

4. Matters before the Council shall be decided by a simple majority vote.

5a. The Council shall consider the admission of candidates for membership and shall inform members of its recommendations. If there is an objection to an application, the Council shall look into the arguments and may, at its discretion, submit the application to the General Assembly for final ratification.

5b. The Council shall elect Associates, Honorary Fellows, institutional and individual Affiliates.

5c. The Council shall appoint the Secretary General on the nomination of the Executive Committee, this appointment being subject to ratification by the General Assembly.

5d. The Council may propose to the General Assembly the expulsion of Members.

5e. If the President ceases his term of office prematurely, by reason of circumstances beyond his control, the Council shall appoint one of the Vice-Presidents to serve as President for the remainder of the term.

6. The Council shall possess full powers:

a. to appoint or discharge Committees or Special Working Groups;
b. to accept, modify or reject proposals submitted by Committees or Working Groups concerning the implementation of research projects or granting contracts for their implementation, establishing the amount of allocations and the duration of contracts;
c. to entrust experts with the execution of contracts irrespective of the existing committee structure, and to organize teams of experts for the investigation and solution of specially defined problems;
d. to entrust other organizations to carry out work for the Federation;
e. to supervise the fulfillment of contracts;
f. to appoint or discharge Specialist Observers and FID Liaison Officers as representatives of the Federation to report to the Council and to other organizations;
g. to delegate at any time specific powers to persons or bodies within the Federation;
h. to organize scientific congresses or technical conferences as open international forums of individuals and organizations active in the field of documentation.

7. The Council shall be responsible for the financial management of the Federation. It shall:

a. consider and approve the annual balance sheet to be submitted to it not later than 1st April of each following year;
b. establish a biennial budget, to be submitted to the General Assembly;
c. lay down the scale according to which the annual dues of Members are to be calculated, subject to confirmation at the next General Assembly Meeting;
d. decide, in case a Member has not paid in full the appropriate dues for the preceding year, upon the suspension of all rights of membership until all arrears have been paid.

8a. Between Council Meetings the affairs of the Federation shall be managed by an Executive Committee, consisting of the President, the two Vice-Presidents, and the Treasurer.

8b. The Executive Committee shall meet between sessions of the Council at the call of the President and shall report promptly to the Council.

8c. Matters before the Executive Committee shall be decided by simple majority vote.

9. An official signed copy of the minutes of each Council meeting shall be filed by the Secretary General at the Secretariat. In addition, copies of these minutes shall be sent to all members of the Council.

Art. 7. OFFICERS OF THE FEDERATION

1. The President

The President shall:

a. convene the General Assembly, the Council and the Executive Committee and preside at their meetings, without vote, except in the case of a tie when he shall cast the deciding vote;
b. notify Members of provisional admissions and inform candidates that they are admitted pending final ratification by the General Assembly;
c. delegate special tasks to the Vice-Presidents;
d. approve the personnel of the staff; and
e. sign the contract of the Secretary General.

2. The Vice-Presidents

The Vice-Presidents act on behalf of the President.

3. The Treasurer

The Treasurer shall:

a. evaluate economic trends affecting the future development of the Federation and advise the Council on appropriate fiscal policies;
b. prepare for each meeting of the General Assembly a complete and correct statement of the finances of the Federation;
c. be responsible for the annual accounts and balance sheet; and
d. sign, with the President, the Secretary General's contract.

4. The Secretary General

The Secretary General shall:

a. actively pursue the objectives of the Federation. He shall carry out its programme of work and the decisions of the General Assembly, the Council and the Executive Committee;
b. be responsible for notifying all Members of significant decisions made by the Council which affect them;
c. be responsible to the Executive Committee for the performance, in accordance with the objectives of the Federation, of all duties entrusted to him;
d. follow closely the work of the Committees and Working Groups of the Federation and report regularly to the Executive Committee and the Council on their progress;
e. propose to the Council the names of experts or organizations for the execution of contracts, investigations or actions in the field of work of the Federation;
f. circulate to Members applications for membership or affiliation;
g. have the annual accounts and balance sheet certified by an auditor appointed by the Executive Committee as soon as possible after the end of each financial year and, after certification and approval by the Council, send the document to each Member;
h. direct the FID Secretariat, deal with correspondence, prepare the minutes and the annual report, and maintain the accounts;
i. appoint, with the approval of the President, all other staff personnel; and
j. participate as a non-voting member in meetings of the General Assembly, the Council and the Executive Committee.
k. The responsibilities, powers and rights of the Secretary General shall be defined in detail by a contract approved by the Council. The contract shall be signed by the President and the Treasurer.

Art. 8. LEGAL PROCEDURE

1. The joint signatures of the President and the Secretary General shall legally commit the Federation in dealings with a third party without the necessity for previous consideration by the Executive Committee. When unavoidable, one of the Vice-Presidents may sign on the President's behalf, and one of the other members of the Executive Committee for the Secretary General. Nevertheless, only the assets of the Federation can serve as guaranty; no personal financial responsibility attaches to the Members as a consequence of the Federation's activities.

2. Legal actions, whether in suing or in defense, shall be the responsibility of the Executive Committee, which shall be represented by the President, or by one of its members or by the Secretary General, appointed for the purpose by the President.

3. Amendments to these Statutes can be proposed by the Executive Committee or by not less than five members. To be adopted they must be accepted by not less than 3/4 of the Members present and voting in the General Assembly, provided that at least 50% of the membership is represented.

4. The Federation shall not be dissolved except by the agreement of at least 3/4 of all Members. If this quorum is not reached, another General Assembly meeting is convoked, which, irrespective of the number of Members present, will decide by simple majority. In the event of dissolution the General Assembly shall determine the disposal of the funds and properties of the Federation.

5. All matters not covered by the present Statutes, and especially as regards notices to be published in the "Moniteur belge", shall be regulated in accordance with the requirements of the laws of Belgium.

(Annexe au Moniteur belge of
11 November 1971)

RULES OF PROCEDURE

Preamble

1. The French text of the Statutes, as published in the "Moniteur belge", constitutes the official text of the FID Statutes.

2. These Rules of Procedure and any amendments thereto shall be approved by the Council by a 2/3 majority of members present, provided that at least 50% of the members is present.

3. Ratification by the General Assembly shall be required for any amendments to
   a. The Rules of Procedure to the Statutes, and
   b. the Operating Procedure for Calculating Dues of National Members and establishing the Dues and Privileges of Members and Affiliates.

Rules of procedure to the Statutes

ad Art. 3 Membership

1. Affiliates

1.1 The Secretariat shall submit applications in writing to the Council for approval.

1.2 Privileges will be discontinued if the dues are in arrears for one year. Affiliation will be discontinued completely after a second year of non-payment of dues.

ad Art. 5 General Assembly and ad Art. 6 Council

1. The FID Secretariat shall send to Members a draft agenda for a meeting of the General Assembly four months before the General Assembly is due to meet. Members shall be free to request any changes or additions and to submit papers for discussion within one month thereafter. The Secretariat shall circulate the final agenda not less than six weeks before the General Assembly is due to meet.

2. The Secretariat shall inform Members of any vacancies in the Council to be filled at least four months in advance of the next meeting of the General Assembly.

3a. Members shall submit nominations to the Secretariat at least two months before the next meeting of the General Assembly. After that date no nominations for officers of the Federation or Councillors will be accepted unless the General Assembly decides otherwise in each case by a 2/3 majority of members present and voting.

3b. Only nominations made by National Members and signed by a competent authority will be considered. Nomination of a citizen of a country which has a National Member shall be accepted only with the concurrence of that National Member. It will be the responsibility of the Secretariat to ensure the agreement in writing of the National Member concerned. The Secretariat shall inform members of the General Assembly of nominations received in good order.

4. Nominations shall be made and elections be held on such schedules that either the President or the Treasurer, and not more than one Vice-President, shall be elected in any one year.

5. Councillors shall be chosen for their outstanding role in the field of documentation taking into regard worldwide geographic distribution. Councillors do not represent countries or geographic areas. It must be ensured that they are able to participate actively in the work of the Council.

6. All members of the Council shall be elected at the General Assembly Meeting immediately preceding the expiration of the current terms of office of those whom they are to replace.

7. All voting shall be conducted by show of hands except in the case of election of officers and Councillors which shall be conducted by written ballot. In all other cases, where 5 Members shall so request, voting shall be by written ballot.

7a. In case decisions have to be taken in a meeting of the General Assembly by voting, the simple or 2/3 majority required for a decision shall be based on the votes of those present and voting.

*8. Members and Associates may each designate two persons to attend meetings of the General Assembly. An Institutional Affiliate may delegate one person to attend these meetings as observer; a Personal Affiliate may also participate in these meetings as observer; neither of them have voting rights.

9. Members of the Council have the right to participate in meetings of the General Assembly without vote. If a Member wishes to nominate a Member of the Council who is a National of that country as a delegate to a General Assembly, that individual will take his seat among the delegates and will enjoy full voting rights.

*10. Individual persons will be entitled to attend meetings of the General Assembly as observers without right to participate in the discussions.

Operating Procedure for Calculating Dues of National Members

1. Scale

Unesco scale is converted into 100% to account for the fewer National Members in FID.

No National Member's percentage shall be higher than 30% of the total. If higher, the difference shall be added pro rata to the percentages of the other National Members.

The dues of a new National Member in the period between election and the following biennial budget shall be calculated by multiplying that National Member's percentage in the Unesco scale (not converted) by the multiplication factor.

2. Multiplication Factor

The percentage in the scale will be multiplied by the factor required to bring the total amount of dues (in Dutch guilders) to a figure required to obtain a balanced budget of income and expenditure for the next biennium. All the dues figures shall be rounded off to the next higher hundred guilders.

The minimum dues of a Member shall in no case be less than 1,500 Dutch guilders.

Dues and privileges of Members and Affiliates

All dues are payable for a full calendar year. If an application is dated after 30 June and the applicant wishes to join the FID in the current year, his dues shall be 50% of the dues fixed for this category. He will enjoy the privileges of membership or affiliation only for the second half of that year.

Members, Associates, Affiliates and Honorary Fellows, are entitled to a discount of 25% on sales prices of publications issued by the General Secretariat.

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* Modification of item 8 and new item 10 subject to ratification by the General Assembly Meeting 1974.

Category	Dues in Dutch Guilders	Free copies	
		Bulletin	Other Publ. (2)
National Members	(1)	3	1
International Members:			
- non-governmental	1,500	3	1
- inter-governmental	2,500	3	1
Associates:			
- first year	250	3	1
- second, third and fourth year	500	3	1
Institutional Affiliates:			
- educational org.	150	2	-
- industrial & comm. org.	250	2	-
- international non-governmental org.	250	2	-
- international governmental org.	1,500	2	-
Personal Affiliates	35	1	-
Honorary Fellows	-	1	-

1) See the Operating Procedure for Calculating Dues
2) Issued by the Secretariat of the Federation (excluding Extensions and Corrections to the UDC)

(approved by the General Assembly Buenos Aires, September 1970, with amendment approved by the General Assembly, Budapest September 1972)

Rules of procedure for Technical bodies

1. Preamble

1.1 The role of technical bodies will be to advance the theory and practice of documentation in a specific area or to meet specific needs.

Technical bodies will be composed of specialists from different countries, well-qualified in the relevant fields.

1.2 The following categories are distinguished:

a) study committees and special committees;
b) operating committees for the development of the UDC (see also Art. 3);
c) working groups (see 2.8).

1.3 In addition to these bodies the Council may appoint

a) Specialist observers to follow the developments in a particular area and to identify action required by FID;
b) FID Liaison Officers to remain au courant with the progress of work of other international organizations, and to cooperate in their projects as and when desirable.

2. General rules for committees

2.1 Objectives

The major tasks of a Study Committee shall be to identify problems at both national and international levels, to suggest solutions and to stimulate action, to effect communication and liaison between experts, and to stimulate exchange of experience.

The task of a Special Committee shall be to study specific problems in the organization and practice of documentation.

2.2 Establishment

Committees will be established and dissolved by the Council (UDC revision committees on the proposal of FID/CCC). The scope of their work shall be approved by the Council.

National Members are requested to set up corresponding national bodies in those fields in which they are interested.

2.3 Officers and terms of office

The Chairman of a Committee will be appointed by the Council for a four-year term with the approval of his National or International Member.

The Secretary will be appointed by the Council on the proposal of the Chairman.

The Chairman and the Secretary may be reappointed. Such reappointments will be discussed by the Council separately in each case, taking into consideration the desirability of rotating the Committee Chairmen among FID Members. All terms of office will be for calendar years.

The Chairman and Secretary of a UDC revision committee shall not be appointed without the agreement of FID/CCC.

2.4 Members

Committee members and observers may be nominated by organizations whether Members, Associates or Affiliates of FID. Their acceptance shall be the responsibility of the Committee Chairmen.

The Chairman of a Committee shall have the right to withdraw membership rights and privileges from a person proved non-active during the previous two years.

2.5 Business and Meetings

It is the responsibility of a Committee to carry out its assigned work in the most efficient way.

The business of a Committee shall, as far as possible, be done by correspondence, but meetings may be arranged, if necessary.

Meetings shall be open to members and invited experts. The officers of the Federation and the Secretary General shall have the right to participate in meetings of all FID Committees. A member of the Council should, if possible, be present at major Committee meetings. The President shall designate one member of the Council to be specifically responsible for liaison between each Committee and the Council.

Public sessions and open meetings may be held from time to time in connection with FID Conferences.

The host organization shall bear all costs of meeting rooms and provide secretariat facilities.

2.6 Documents and responsibilities

A Committee secretariat shall send the agendas for meetings to Committee members, invited observers, the Secretary General, and, except in the case of UDC revision committees, also to Council members.

Minutes or reports of meetings shall be sent to the FID Secretariat in 100 copies for distribution to Members, Associates and Council Members.

In addition, each Committee Chairman should send an interim progress report to the Secretary General every six months.

The Committee secretariat shall distribute proposals or working papers, agendas, reports and other documents to Committee members.

The Chairman shall report to the Council every two years (at least three months before the General Assembly is due to meet) by means of a written report. He will also have the right to report in person at Council meetings dealing with the Federation's programme. It shall be the responsibility of the Council to transmit the report to the General Assembly.

Recommendations for discussion by the Council or General Assembly shall be submitted to the FID Secretariat at least three months prior to the meeting at which they are to be considered.

Summary reports of Committee meetings shall appear in the FID News Bulletin within two months after the meeting. For this purpose, Secretaries of Committees are requested to send summary reports to the FID Secretariat within three weeks after the meeting.

2.7 Financial support

Committees may be supported by FID in general or by a particular Member or Associate.

The Member to which a Committee Chairman belongs, or the organization sponsoring the Committee's activities, shall be responsible for arranging for financial support of the Committee secretariat, irrespective of its actual seat.

Requests for financial support for particular projects (ad hoc meetings of experts, research work, publications) shall be addressed to the FID Secretariat. The request should indicate the scope and duration of the project and the person(s) responsible for carrying it out.

The Secretary General may allocate up to 2,000 guilders per Committee per calendar year. A request for further support must be approved by the Council; this can be done by correspondence. A subvention will be paid in two instalments: 50% upon approval by the Committee of work done under its auspices, and a further 50% upon approval by the Council.

Projects of Regional Commissions will be considered as having the same character as Committee projects.

2.8 Rules for Working Groups

Working Groups may be established by the Council in fields where the primary responsibility is in the hands of other organizations and FID has only to represent the special interests of documentation, e.g. copyright, or primary and secondary publications.

Working Groups are also indicated where the size or duration of a task is limited, or where preliminary work for a standing committee is to be done.

3. Rules for the Central Classification Committee

3.1 The name FID/CCC (UDC), abbreviated to FID/CCC, designates the Central Classification Committee of FID which is the responsible Committee for the operation and supervision of the Universal Decimal Classification (UDC) - its maintenance and revision (in accordance with FID 429 UDC Revision Procedure or subsequent editions) and its promotion and further development.

3.2 FID/CCC holds at least one meeting every year. If a member is unable to attend a particular meeting, he may nominate a substitute for that meeting.

3.3 FID/CCC has three kinds of membership:

a) Ex-officio members, appointed by organizations in countries represented by a National Member of FID sponsoring or jointly sponsoring UDC full editions (authorized by FID) in various languages, and one representative from each regional organization which has a UDC committee;
b) Representatives of FID National Members sponsoring UDC medium or abridged editions (authorized by FID) or otherwise actively engaged in UDC development in countries where there is no full edition;
c) Individual UDC experts, co-opted for 4-year periods and limited in number to 50% of the combined membership of a) and b) above.

3.4 FID/CCC has the following officers and secretariat:

a) A Chairman and two Vice-Chairmen, appointed from the members (3.3 a, b and c above) for four calendar years with terms stated so as not to coincide; they may be re-appointed;
b) Secretariat, which is permanent, provided by the FID Classification Department.

3.5 FID/CCC maintains its own Executive Group (FID/CCC-EG) which consists of the Chairman, two Vice-Chairmen and the Secretary, with from three to six other elected members - one of each kind of membership (3.3 a, b and c above) to be confirmed or replaced every 4 years. The terms of members of FID/CCC-EG shall be staggered.

FID/CCC-EG, which is authorized by FID/CCC to implement its decisions and general policy in UDC matters (3.1 above) holds at least one meeting each year between meetings of the full FID/CCC.

3.6 FID/CCC may propose to the Council the establishment or dissolution of committees or other groups for the revision or control of the UDC.

The Chairmen and Secretaries of such committees or groups will be appointed with the agreement of FID/CCC, subject to the approval of the Member or organization accepting responsibility.

3.7 Amendments to these Rules can be proposed by the FID/CCC Executive Group or by not less than five members of FID/CCC. Notification of changes to be voted on must be sent out to FID/CCC Members at least six weeks before the date of the next meeting. In order to be referred for the Council's approval they must be accepted by not less than 3/4 of the members present and voting in the meeting, provided that at least 50% of FID/CCC membership is represented.

3.8 The rules mentioned under 3.1 - 3.7 are specific for FID/CCC and supplement those mentioned under 2. General Rules for Committees.

4. Rules for relations between Committees and Regional Commissions

4.1 Regional projects

a) National Members or National FID Committees within a region where an FID Regional Commission exists should submit projects of a regional character to the Chairman of the Regional Commission.
b) The Chairman of a Regional Commission should submit projects of a regional nature to the FID Council; the relevant FID Committee, however, should also be informed.

4.2 International projects

a) National Members or National FID Committees should submit projects of an international nature to the Chairman of the relevant FID Committee, if existing.
b) The Chairman of an FID Committee should submit projects of an international nature to the FID Council; the relevant FID Regional Commission, however, should also be informed.

4.3 Cooperation between Committees and Regional Commissions

a) FID Committees should establish close contacts with FID Regional Commissions - and their relevant subcommittees - in the planning and execution of programmes of a regional nature or affecting regional interests.
b) FID Regional Commissions - and in particular their relevant subcommittees - should work closely together with FID Committees in areas of common interest. In particular FID Committees whose secretariats are situated in an area covered by a Regional Commission expect maximum support from that Regional Commission as well as from National Members in the area.

(approved by the Council Brussels February 1971, with further amendments approved by Council meetings The Hague May 1971, Budapest September 1972, Bonn February 1973 and The Hague September 1973)

Rules of procedure for FID Conferences

1. Biennial meetings of the General Assembly, normally held in conjunction with meetings of the Council, Committees and other FID bodies, shall be designated as "FID Conferences" and shall be numbered.

   On the proposal of the Council, the place and date for FID Conferences shall be fixed by the General Assembly at least two years in advance, taking into account a well-balanced international distribution of the conference places. The same shall apply to the theme, fees and general programme for the conference.

   The Member accepting responsibility for organizing a conference shall bear all costs of providing meeting rooms and secretariat facilities and of printing the final programme.

x The Member inviting FID to hold its Conference shall do its utmost to ensure that no restrictions are placed on the admittance to its country of any FID Member or Affiliate. The adequacy of the steps taken by the Member in this context will be one of the factors to be considered by the Council in reaching a decision.

2. If related organizations hold meetings in conjunction with FID Conferences, the respective responsibilities shall be appropriately designated in programmes and other announcements (e.g. FID-XYZ Symposium on ...).

3. The Council may approve FID participation in or sponsorship of such other meetings or conferences as may be appropriate for furthering the programme and objectives of FID. The Council shall consult any appropriate Committee before sponsoring or endorsing any programmes, projects, meetings or conferences in subject areas relating to the responsibilities of the Committee. In each instance,the Council will determine the extent and nature of FID participation (e.g. International Conference on ..., sponsored by the International Federation for Documentation and XYZ) to be clearly stated in all announcements. In each specific case an ad hoc committee on the organization and financing of such conferences shall be set up by the Executive Committee.

4. Summary reports shall appear in the FID News Bulletin within two months after the conference or meeting.

   If proceedings of conferences are to be issued, they shall be published as FID Publications preferably within six months after the conference. Their publication is governed by the Rules of Procedure for Publications.

5. One free copy of the Proceedings published by the organizers as a result of meetings mentioned under 1 to 3 should be sent to the Members, Associates and Council Members. Two free copies should be sent to the FID General Secretariat.

(approved by the Council in Brussels, 12 February 1971)

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x modification and transfer to Rules of Procedure to the Statutes to be ratified by General Assembly September 1974.

Rules of procedure for Publications

1. Definition

An "FID publication" is a publication approved by the Council or - in the case of UDC editions - by FID/CCC for sale or distribution, and issued under the authority and with the imprint of FID.

An ad hoc Committee of the Council should be set up whenever the Council has to approve a manuscript for FID publication.

2. Authors

For publications other than UDC editions, the Executive Committee shall designate the author(s) and, whenever required, appoint an advisory editorial board.

The Secretary General shall draw up a contract with the author(s) and editors. The Contract shall stipulate the rights and responsibilities of FID and of the author(s) and editors.

3. Control of manuscripts

Final printer's proof of FID publications not issued by the Secretariat of the Federation must be submitted to the latter for approval.

The publication of UDC editions is subject to the directives established by FID/CCC.

4. Copies for members

Members and Associates of the Federation, as well as Council members, shall be entitled to one free copy of each new publication or new issue of a publication published by the Secretariat of the Federation (excluding the Extensions and Corrections to the UDC). They shall furthermore be entitled to a discount of 25% on additional copies.

Honorary Fellows and Affiliates shall be entitled to a discount of 25%.

5. Subventions from third parties

The Federation may accept subventions from third parties for the preparation and issuance of publications. In all cases where a publication will be the property of FID, the contract with the third party shall not contain any clauses preventing the procedures outlined in items 1 to 4.

6. Reproduction rights

The Federation may authorize Members to issue documents and publications of the Federation on conditions determined ad hoc by the Council, including, normally, royalties, unless otherwise stipulated in contracts (see items 2 and 4). Members undertake mutually to protect the copyright of publications issued under the auspices of the Federation.

(approved by the Council Brussels, February 1971, with amendment approved by the Council Ottawa, May 1972)

Rules of procedure for Regional Commissions

1. Objectives

1.1 The Regional Commission of the International Federation for Documentation (hereinafter called "The Commission") has for its objectives:

1.2 - to promote the programme and activities of the FID in the region;

1.3 - to initiate, promote and support the development of national documentation and information services in the region;

1.4 - to encourage and facilitate co-operation in the documentation and information field among the countries of the region and with other countries.

2. Members

2.1 Membership of the Commission shall consist of:

2.11 - Full Members, which will be the National Members of FID in the region;

2.12 - Associates, which will be the Associates of FID in the region.

2.2 Institutional and Personal Affiliates of FID in the region as well as Honorary Fellows of FID resident in the region will be at the same time Affiliates of the Regional Commission and informed of the Commission's programme.

2.3 Countries not represented in FID in either of the above categories 2.11/.12 may, nevertheless, be invited to attend the meetings and join the Commission in its activities through a body which adequately represents the country's activities in the field of documentation.

2.4 All members of the Commission are entitled to attend the meetings (see 3.2), to be informed of its programmes and activities and to receive its publications.
Full Members will have voting rights without restrictions; Associates will be entitled to cast their votes in the cases and under the conditions which will be established by the Commission itself.
Voting right may be conceded to the invited countries of the region (see 2.3) when decisions on working programmes or technical problems are to be taken.

2.5 All members of the Commission shall collaborate in the attainment of its aims. To this end, they shall comply with the recommendations of the Commission, give their support and collaboration to the Presidency and inform the latter about their relations with FID.

3. Bodies of the Commission

3.1 Presidency

3.11 The Commission shall be directed by a President who will be elected in accordance with the procedure described in the following sub-paragraphs (3.12/.13). According to the Federation's Statutes, the FID General Assembly may elect the President of a Commission to the Federation's Council.

3.12 - the President of the Commission shall be elected by the meeting of the Regional Assembly of the Commission; the candidates must be nominated by a National Member of FID.

3.13 - the voting procedure shall be established by the Commission and shall allow for participation of the Associates.

3.14 The term of office of the President shall be four years and shall coincide with the term of office of one of the FID Vice-Presidents.

3.15 The Presidency of the Commission shall devote its attention to the attainment of the objectives of the Commission and the fulfilment of its programme, shall ensure good working operations within the Commission and shall maintain close relations with FID.

3.16 The Commission may establish, within the scope of the FID Rules of Procedure for Technical Bodies and with their own terms of reference, technical bodies which will closely cooperate with relevant FID Committees.

3.17 The Secretariat of the Commission shall be located in the country of the Commission's President; it shall act under his authority. The President of the Commission shall designate a secretary.

3.2 Meetings

3.21 The Commission shall meet annually to analyze the state of the matters in which it is interested and to adopt the measures necessary for the fulfilment of its aims. There will be two kinds of meetings, as indicated below, which will alternately be held every two years.

3.22 - Regional Conferences, open meetings, with the participation of delegates of all countries of the region, whether or not being National Members or Associates, and including Affiliates and observers. These meetings shall have the object to consider not only matters concerning the Commission, but also the state of documentation in the region, means of promoting its development and programmes of mutual collaboration for the attainment of such aims. Care shall be taken to give these meetings the character of regional documentation conferences.

3.23 - Regional General Assembly meetings, restricted meetings, open to delegates of National Members or Associates; Affiliates shall be invited to participate without voting right. These meetings, which determine important problems of the Commission in the plan of FID, shall be held at the time of Regional Conferences and on any other appropriate occasions. The participation of observers from other countries of the region is at the President's discretion.

3.24 The FID shall have the right to send observers to all meetings of the Commission.

3.25 The Commission shall have the right, at its discretion, to invite various international and national institutions to participate as observers in its work and meetings, in particular in the meetings mentioned under 3.22.

3.26 If necessary, the Presidency may convoke extraordinary meetings of the Commission; and shall do so upon request of 2/3 of the Full Members of the Commission.

3.27 The meetings of the Commission shall be held in a country of the region; exceptions being allowed.

3.3 Publications

3.31 The secretariat of the Commission shall be responsible for the publication of full reports of annual meetings.

3.32 Summary reports of all meetings shall be submitted to the FID Secretariat within one month after the meeting, with the objective of publication in the FID News Bulletin.

4. Financial resources

4.1 Financing of the activities and work of the Commission shall be derived from its member countries; donations from appropriate sources may be accepted.

4.2 The regular expenses of the secretariat of the Commission shall in the first instance be borne by the country in which it has its seat.

4.3 The Commission may request financial support from FID towards fulfilment of its programme.

5. The Commission's relations with FID

5.1 The programme of work of the Commission shall be in accordance with the general resolutions and with the programme of the Federation.

5.2 The Commission shall keep FID informed about its programme of work and resolutions; it shall submit by March first of each year an annual report covering the preceding calendar year.

5.3 The Commission shall be responsible for its representation in the meetings and committees of FID as far as possible. Cooperation in committee work should be ensured at least by corresponding members.

6. Revision of the Rules

6.1 Proposals for amendment of these Rules may be submitted by a Regional General Assembly of a Commission to the FID Council for its consideration.

(approved by the Council Buenos Aires, September 1970 with amendments approved by Council Bonn February 1973, The Hague, May 1973)

By-law

1. Definition of the region (ad 1.1)

1.1 - FID/CLA, the Latin American Commission, established by the General Assembly of FID at the 26th Conference held in Rio de Janeiro, Brazil, on 22-31 July 1960, covers the Latin American countries.

1.2 - FID/CAO, the Regional Commission for Asia and Oceania, established by the General Assembly of FID at the 34th Conference held in The Hague, Netherlands, on 2-7 December 1968, covers the countries situated to the East of Turkey, but including Turkey. (1)

2. Procedure for FID membership (ad 2.12)

Any country in a region covered by a Regional Commission wishing to become an Associate of FID shall propose to the President of the relevant Commission to recommend its admission to the Federation's

(1) FID/CAO region presently under revision

Council. On receipt of such a proposal, the President of the relevant Commission shall put the case to the vote by mail of all the member countries of the relevant Commission, and, if a majority of the vote supports the proposal, the President of the relevant Commission shall recommend the said country to the Federation's Council. The total number of Associates admitted shall not exceed 50% of the total number of Full Members.

3. Voting right (ad 2.4)

Associates shall have the same voting rights as Full Members provided that, if the number of Associates voting on any occasion exceeds 50% of the number of Full Members voting, the most recently admitted Associates shall lose their vote until the 50% balance is restored.

4. Voting procedure for election of President (ad 3.13)

The secretariat of the Commission shall request the National Members to make nominations of candidates for a President of the Commission for the following term six months in advance of the Regional Assembly meeting of the Commission in which the election takes place.
The secretariat shall send a list of candidates to Members four months in advance.
Members unable to attend the Regional Assembly meeting shall send their votes to the secretariat. Such votes by mail shall be counted in the same manner as those cast at the meeting in the election of President.

5. Filling of vacancy of the President (ad 3.14)

If the President ceases his term of office prematurely, by reason of circumstances beyond his control, the National Member of the country from which the President was elected shall nominate a new President for the remainder of the term, subject to the consent of a majority of the National Members.

6. Amendment of the By-law

Any amendments of the By-law shall be subject to the approval of the Regional Assembly of the Commission.

(approved by the Council The Hague, February 1972, with amendments approved by Council The Hague, May 1973)

TERMS OF REFERENCE OF FID COMMITTEES

FID/CCC Central Classification Committee

Year of creation:
1924 (Commission Internationale de la Classification Décimale), 1960 FID/CCC, 1965 reconstituted

Chairman:
Mr. A. van der Laan (Netherlands), 1972-75

Secretary:
Mr. G.A. Lloyd (FID Secretariat)

Council member for liaison:
Mr. A. van der Laan

Relations with other Committees:
FID/SRC, FID/CR, FID/LD (for UDC 8), FID/TM + OM (by CCC/M), FID/ET

Subcommittees and Working Groups:
see FID Yearbook

Scope of Committee:
The operation and supervision of the Universal Decimal Classification (UDC) - its maintenance and revision (in accordance with FID 429 UDC Revision Procedure or subsequent editions) and its promotion and further development.

(approved by the Council, Brussels, February 1971)

FID/CR Classification Research

Year of creation:
1946 FID/CA (General Theory of Classification),
reconstituted 1962 FID/CR

Chairman:
Prof. A. Neelameghan (India), 1973-76

Secretary:
Mr. G. Bhattacharyya (India)

Council members for liaison:
Mr. J. de Keersmaecker, Mr. S. Parthasarathy and
Prof. Dr. A.L.C. Vicentini

Relations with other Committees:
FID/CCC, FID/SRC, FID/TM + OM, FID/LD, FID/ET

Relations with other organizations:
IBCC, IFIS/TC, Special Interest Groups in Classification Research

Subcommittees:
see FID Yearbook

Scope of Committee:
To promote, sponsor and engage in research in classification.
By 'classification' is meant any method for recognizing relations, generic or other, between items of information, regardless of the degree of hierarchy used and of whether those methods are applied in connection with traditional or computerized information systems.

General programme:
1. Publication of FID/CR Reports.
2. Publication and distribution of a Newsletter.
3. Sponsor and plan periodical international conferences, symposia, working group meetings etc. on subjects of interest to the Committee.
4. Collaborate with regional and national classification groups, promote the creation of such groups and assist in their establishment.
5. Maintain a card file of names and addresses of persons engaged in classification research.
6. Compile an inventory of schemes for classification and publish the list.

(approved by the Council,
The Hague, May 1973)

FID/DC Developing Countries

Year of creation:
1966

Chairman:
Dr. S.F. Balázs (Hungary), 1973-74

Secretariat:
Hungarian Central Technical Library and Documentation Centre (Hungary)

Council member for liaison:
Mr. L. Jánszky

Relations with other Committees:
FID/ET, FID/II

Relations with Regional Commissions:
FID/CLA and FID/CAO - activities to be co-ordinated with FID/DC and joint actions in concerning regions.

Relations with other organizations:
Unesco/UNISIST, IFLA, OECD

Scope of Committee:
To study and promote information and documentation in developing countries taking appropriate actions and/or making recommendations.

General programme (actions in and programmes for developing countries):

1. To study and review requirements in scientific and technical information, with particular attention to the needs of users.
2. To increase the recognition of the value of information and to promote the provision of adequate professional manpower for its fullest use.
3. To collect, evaluate and disseminate information in regard to the development of documentation.
4. To advise on collaboration and co-operation in the field of scientific and technical information and documentation.
5. To undertake projects in connection with the development of documentation and information.
6. To advise on the establishment of national and regional information and documentation services and networks.
7. To prepare and issue guidelines on the establishment of documentation and information centres and services.
8. To organize meetings, seminars, formal and informal co-operation among documentalists, information scientists, special librarians, etc.
9. To study and review ways and means how industrialized countries help scientific and technical information and how effective this help is to developing countries.

(approved by the Council,
The Hague, May 1973)

FID/DT Terminology of Information and Documentation

Year of creation:
1972

Chairman:
temporarily vacant

Secretary:
Dr. G. Zhdanova (USSR)

Council member for liaison:
Mr. P. Poindron

Relations with other Committees:
FID/LD, FID/CR, FID/RI

Relations with other organizations:
ISO/TC 46/WG ?, IFLA, Unesco, ICSTI, INFOTERM

Scope of Committee
Carrying out and coordination of terminological research, and practical dictionary and terminological work relevant to informatics underway in various countries. The central objective is assistance to National FID members in creating a (national) terminological service which would be able: to consistently provide to the specialists the required terminological information (on terms recommended for use, their interpretations, equivalents in other languages, references on dictionaries and other aids, etc.); to conduct terminological control and to issue recommendations on terms use; to influence the information/documentation terminology use through the primary publications (analysis of typical terminological errors, recommendations for terms use, listings of new terms and interpretations, etc.) and through the secondary publications, i.e. abstracts and bibliographies. All these should tend to establish unified practices in terminology use which constitutes an important theoretical and practical objective. Promoting international use of standard terminology.

(approved by Executive Committee,
The Hague, January 1974)

FID/ET Education and Training

Year of creation:
1953 FID/TD (Training and Documentalists),
1959 reconstituted, 1971 FID/ET

Chairman:
Dr. G. Wersig (Germany), 1973-76

Secretary:
Miss M. Heinz (Germany)

Council member for liaison:
Mr. W. Pirôg

Relations with other Committees:
FID/DC, FID/TM + OM, FID/II, FID/RI, FID/CR, FID/CCC

Relations with other organizations:
Unesco, IFLA

Working Groups:
see Yearbook

Scope of Committee:

1. To study the state of the art, methods and problems of training of documentalists at all levels in various countries.
2. To work out model programmes for training of information workers, scientists and information users of all categories including the publicity of information use.
3. To study and improve the training methods of information workers, and users.
4. To study organization of education and training in different countries, first of all in developing countries.
5. To organize exchange of experience between teaching bodies and specialists.
6. To work out or to initiate the elaboration of textbooks, manuals and other educational means.
7. To organize international courses and seminars in the field of training information workers, scientists, lecturers and users.
8. To cooperate in the field of education and training with other FID Committees and international organizations.
9. To work out opinion and consultations in the field of education and training of information workers and users.

(approved by the Council,
The Hague, May 1973)

FID/II Information for Industry

Year of creation:
1961 FID/TI (Technical Information for Industry),
1967 FID/II

Chairman:
Mr. Kjeld Klintøe (Denmark), 1973-76

Secretary:
Mr. T. Hvidegaard (Denmark)

Council member for liaison:
Mrs. V. Ammundsen

Relations with other Committees:
FID/ET, FID/DC, FID/TM + OM

Relations with other organizations:
OECD, UNIDO, EIRMA (European Industrial Research Management Organization)

Subcommittees and Working Groups:
see Yearbook

Scope of Committee:
1. The needs of industry for information, including scientific, technical, commercial, economic, behavioural and managerial information, whether recorded or not.
2. Sources of information of interest to industry.
3. Organization and operation of information services, both in and for industry.

General programme:
1. To study and promote methods and systems for the transfer of information to industry.
2. To study methods of determining user's requirements for information from all sources.
3. To study, promote methods, and encourage the training of users and information personnel in industry.
4. To study, evaluate and comment on the sources of information aimed at industry.
5. To promote the international exchange of knowledge and experience within the terms of reference.
6. To cooperate with other FID Committees in areas of common interest.
7. To cooperate with other international organizations on behalf of FID.

(approved by the Council, The Hague, May 1973)

FID/LD Linguistics in Documentation

Year of creation:
1960 FID/LP (Linguistic Problems),
1966 reconstituted FID/TL (Terminology and Lexicography),
1967 reconstituted FID/LD

Chairman:
Dr. Donald E. Walker (USA), 1973-76

Secretary:
Dr. A. Hood Roberts (USA)

Council member for liaison:
Mr. R.A. Harte

Relations with other Committees:
FID/TM + OM, FID/CCC

Relations with other organizations:
ISO/TC 46

Scope of Committee:

1. General aspects
   a) Problems of information systems: linguistic viewpoint:
      - Problems of mathematical or formal linguistics
      - Problems of computational linguistics
      - Problems of descriptive linguistics.
2. Linguistic problems in the operation of information systems:
   a) Linguistics and the problem of inputs to information systems. Man-machine communication. Manual input. Coding of unusual writing systems. Verification problems. Recognition devices.
   b) Linguistics and internal processing in an information system. Automatic indexing, automatic abstracting, automatic syntactic analysis, etc.
   c) Linguistics and information-system outputs: text, graphics, display.
   d) Linguistic significance of machine-translation techniques and machine-aided translation.
3. Related lexicographical problems.
4. Linguistics in the creation and improvement of indexing and classification tools (classifications, thesauri, indexing, languages, etc.):
   a) Specific tools, other than the UDC.
   b) The UDC (synonymies, syntactic devices, coding, etc.).
5. Linguistics and the multilingual generalization of indexing and classification tools.
6. Experiments for the application and testing of the use of the techniques of linguistics in information science.
7. Evaluation of linguistic solutions in terms of user needs. Question-answering systems. Natural language programming languages.

(approved by the Council,
The Hague, May 1973)

FID/RI Research on the Theoretical Basis of Information

Year of creation:
1965

Chairman:
Prof. A.I. Mikhailov (USSR), 1971-74

Secretariat:
VINITI (USSR)

Council member for liaison:
Prof. A.I. Mikhailov

Relations with other Committees:
FID/CR, FID/TM + OM, FID/DC, FID/ET, FID/DT

Scope of Committee:
Development of the theory of information science (definition of information science, its subject and objects of research, interaction of information science with other scientific disciplines, general concept of scientific information, information storage and retrieval, efficiency of information activities, user needs, etc.)

General programme:
1. Research on the theoretical foundations of information science and scientific information activities.
2. Organization and promotion of research on the above-mentioned and related subjects.
3. Furthering exchange of knowledge and experience in the field through publications, organizing meetings, conferences, symposia, etc.

(approved by the Council,
The Hague, September 1973)